



## California Children and Families Commission

### Technical Assistance Regional Allocations – December 16, 2002

Technical Assistance Regional Allocations will be administered as outlined in CCFC's Agenda Item, approved September 19, 2002 (Attachment A).

<b><u>Region</u></b>	<b><u>Lead Administering Co.</u></b>	<b><u>Participant Counties</u></b>	<b><u>Allocation</u></b>
North	Yolo, fiscal agent/Shasta, co-convenor	Alpine, Amador, Calaveras, Colusa, Del Norte, El Dorado, Glenn, Lake, Lassen, Mendocino, Modoc, Nevada, Pumas, Sierra, Siskiyou, Sutter, Tehama, Trinity, Yuba, Butte, Humboldt, Napa, Placer, Shasta, Yolo	\$200,000
Central	Kern	Fresno, Kern, Merced, Monterey, San Benito, San Joaquin, San Luis Obispo, Stanislaus, Tulare, Kings, Madera, Inyo, Tuolumne, Mono, Mariposa	\$200,000
Bay Area	Santa Clara	Marin, Santa Cruz, Solana, Sonoma, Alameda, Contra Costa, Sacramento, San Francisco, San Mateo, Santa Clara	\$200,000
South	Los Angeles, fiscal agent/Ventura, co-convenor	Santa Barbara, Imperial, Los Angeles, Orange, Riverside, San Bernardino, San Diego, Ventura	\$200,000
Statewide	Los Angeles, fiscal agent		\$200,000

### Funding Criteria

- a) All counties within the region sign off on the regional Technical Assistance plan.
- b) Expenditures are in accordance with the California Children and Families Act.

### General Guidelines for Technical Assistance Expenditures:

Reaches all counties interested in the topic ensuring equitable access to TA for counties (e.g., a statewide institute, regional workshops, a statewide telephone conference with resource materials)

Involves an appropriate number of counties and/or participants and format to promote dissemination of promising practices in a cost effective manner. Emphasizes group learning formats.

Supports the School Readiness Initiative, and other First 5 California priorities.

Addresses the Principles on Equity.

Emphasizes improving and coordinating program implementation and service delivery.

Builds relationships/support from local providers (county agencies, community colleges, CSU, UC, county offices of education, school districts, provider associations).

Provides distance learning approaches whenever feasible.

CCFC, lead fiscal/administrative counties, CCFCA, and selected state TA providers at minimum, will meet twice annually to review TA activities to:

1. identify statewide needs requiring a statewide approach;
2. determine the appropriate entity to provide the TA;
3. identify effective and ineffective activities;
4. ensure coordination (and reduce potential for duplication/inconsistency) in technical assistance provided to support the School Readiness Initiative, Principles on Equity, public relations, evaluation, and other CCFC-funded activities; and
5. develop any improvements needed in the allocation approach.

### Reporting Requirements for Lead Counties:

Within one month of each event, provide training/TA materials for potential dissemination through First 5 California clearinghouse or other means; profile of participants; and participant satisfaction summary regarding quality of training and delivery method.

By September 1 (annually) – Provide programmatic report that includes accomplishments and outcomes; description and cost of training; proposed learning objectives and participants' assessment of extent to which these were met; and follow-up summary of participants' application of new information.

By September 1 (annually) -- Provide expenditure report. Note: These funds will be addressed separately in the annual fiscal audit (similar to the way counties report School Readiness Initiative funds).

Appropriate Expenditures:

- Administrative costs are limited to 5 percent.
- Generally, management/administrative topics, such as assisting grantees in developing and monitoring a budget or in completing funding applications or generic facilitation training will not be funded by this source.
- Travel, food, and per diem expenses for participants will not be funded by this source.
- Equipment purchase and capital expenses will not be funded by this source.

## I. SUMMARY:

This is an action item for approval of \$1 million total for two years for Technical Assistance Regional Allocations to County Commissions.

As one component of a broader multi-component technical assistance package, County Commission representatives recommended that CCFC consider allocating funds to County Commissions on a regional basis to design and obtain technical assistance to meet local needs. The counties indicated that this method of funding technical assistance would give the regions more flexibility in acquiring services to meet emerging or shifting needs in a timely manner and promote networking to share promising practices. While regions would be designated for purposes of allocation and planning, the counties would have flexibility in organizing for specific technical assistance activities based on geography, county characteristics (e.g., rural, urban), strategic plan emphasis areas, or other factors.

**Recent developments.** During the July 17 CCAFA meeting, the TA Committee hosted a discussion to obtain input from additional counties. During its August retreat and other meetings, CCAFA:

- A. Defined five regions for TA planning and allocations: Central, Bay Area, South, North, and Statewide. The Statewide region will develop programs of interest to all counties.
- B. Assumed the role to coordinate the TA regions to ensure that all counties will be invited to participate in activities on a variety of topics sponsored by the regions.
- C. Determined that the funding will be split equally among the regions and that up to \$5,000 per year should be available out of each region's allocation to the fiscal/administrative lead county in that region to offset administrative costs (total of 5% maximum overall). By the end of September, CCAFA will designate the fiscal/administrative lead county in each region.

## II. BACKGROUND/HISTORY

In January 2002, CCFC released a Request for Proposals for Technical Assistance to County Commissions. For numerous reasons no contract was awarded.

Now, several components of a multi-component technical assistance package are in various stages of development or consideration. They include CCFC activities such as the annual Statewide Conference of County Commissions; technical assistance in support of the School Readiness Initiative, the Principles on Equity, and the CCFC focus areas; statewide evaluation support; and possibly technical assistance in emphasis areas determined with the County Commissions (e.g., family resource centers and quality early care and education services). The County Commissions also fund technical assistance to support their grantees. It was acknowledged that rural counties have challenges such as location of available technical assistance providers, therefore, rural counties may require additional support but the level or method of this support has not yet been determined.

## III. PROPOSAL

The following recommendations are presented for the Commission's consideration:

- A. **Approve \$1 million total over two years for regional technical assistance allocations.** This would be considered an interim method for providing TA resources, to be assessed during the two-

year period for effectiveness. Furthermore, since it is difficult to determine whether \$1 million is the appropriate dollar amount for this component, staff would monitor the use of funds and types of technical assistance provided and may return to the Commission with a recommendation for additional funding prior to the end of the two-year period. The funds would be allocated to one county in each region to serve as the fiscal administrator and to meet CCFC's accountability needs.

**B. Direct staff to establish criteria for TA activities approved for funding.** Criteria may include involving an appropriate number of counties and/or participants to promote dissemination of promising practices in a cost effective manner; ensuring equitable access to TA for counties; supporting the School Readiness Initiative, Principles on Equity and other CCFC priorities; submitting reports on accomplishments and outcomes; and providing training/TA materials for wider dissemination. The technical assistance would emphasize improving program implementation and service delivery. Generally, management/administrative topics, such as assisting grantees in developing and monitoring a budget or in completing funding applications or generic facilitation training would not be funded with CCFC TA regional allocation funds.

CCFC and lead fiscal/administrative counties, at minimum, would meet periodically to review TA activities and identify:

6. statewide needs requiring a statewide approach;
7. effective and ineffective activities; and
8. any improvements needed in the allocation approach.

CCFC would require Counties to provide expenditure and program reports and training/TA materials as specified. Reports would likely include description and cost of training; proposed learning objectives and participants' assessment of extent to which these were met; profile of participants; participant satisfaction summary regarding quality of training and delivery method; and follow-up summary of participants' application of new information.

The other components of a broader TA system will be presented to the State Commission as they are developed with further input from the Association.